YMCA of Greater Rochester
Directions to access Tax or Flex Receipts for Childcare and Before/After School—Southeast Family YMCA

1. Go to our website: www.rochesterymca.org and click “Online Program Registration” in the top right corner.

2. Sign In to your account to access your records.

DO NOT CREATE A NEW ACCOUNT.

- You will not able to see your participation records if you create a new account in our system.
- If you do not know the email address associated with the account or are having issues with your account/password, please contact your branch billing administrator or our member service center.
3. Choose “My Account” to access available account options.

4. Choose Print Tax Receipts

5. Filter the desired data:
   - Make sure that the year selected is 2017.
   - Move participants/payers from available family members to selected family members box.
   - Choose Run Report.